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CONFIDENTIAL

MEMORANDUM

14 November 1947

TO: Assistant Directors
Administrative Officers

FROM: Executive for Administration & Management

SUBJECT: Records Administrator for CIA

1. 25X1A [REDACTED] the Assistant Chief, Central Records Division, Services Branch, A&M, in addition to his other duties, has been designated as the Records Administrator for CIA.

25X1A 2. In order to develop a uniform file system for administrative material in CIA, [REDACTED] is being assigned the task of examining administrative file needs of the various offices of CIA. Such assistance and suggestions that you can give [REDACTED] during the course of this survey will be appreciated.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A [REDACTED]

Executive for
Administration and Management

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Document No. <u>38584</u>
No Change in Class. <input type="checkbox"/>
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Class. Changed To: TS S <u>C</u>
Auth.: HR 70-2
Date: <u>30/1/78</u> By: <u>Q25</u>

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